

# Center for Educational Performance and Information

## *MILogin User Guide*

**Last Updated: March 2020**

**Questions:**

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Phone: 517-335-0505 x3



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## Introduction

The State of Michigan MILogin application is used by multiple state agencies. A MILogin account is required for the following applications supported by the Center for Educational Performance and Information:

- **K-12 Applications:**
  - Educational Entity Master
  - Financial Information Database
  - Graduation and Dropout
  - Michigan Student Data System
  - Registry of Educational Personnel
  - School Infrastructure Database
- **Postsecondary Applications:**
  - MSDS/IHE Request for UIC\*
  - MSDS/Student Transcript and Academic Record Repository Collection\*
  - Michigan Postsecondary Data Inventory

\*These will appear in MILogin as Michigan Student Data System.

Obtaining access to one of the above applications is a two-step process.

1. Create an account (if needed) and subscribe to the application through your MILogin account.
2. Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. The security form can be emailed or faxed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).
  - Please do not email AND fax your security form to CEPI. Doing so slows the approval process.

CEPI will grant your access when both steps have been completed.

This guide outlines the steps to create a MILogin account (if needed) and subscribe to an application.

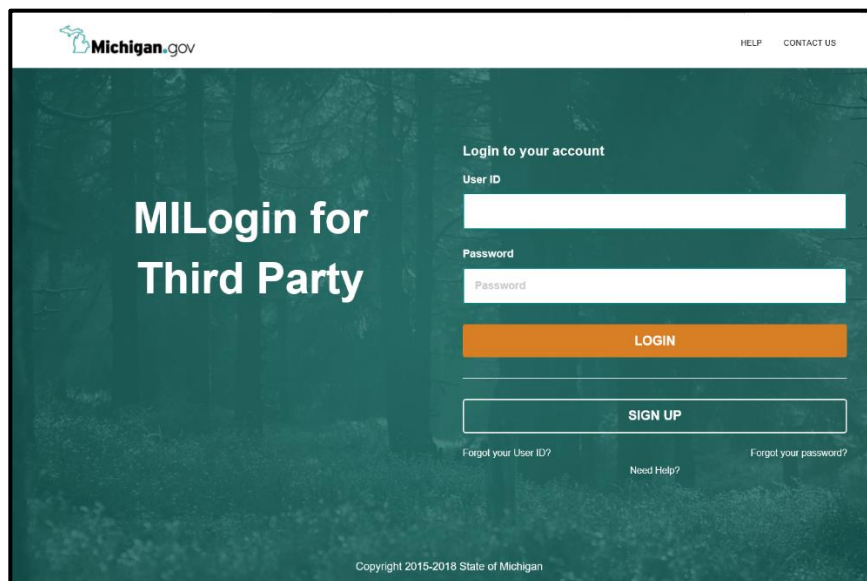
## Further Questions

If you have further questions about using MILogin, please contact CEPI Customer Support by email at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by phone at 517-335-0505 x3.

## MILogin Account Creation

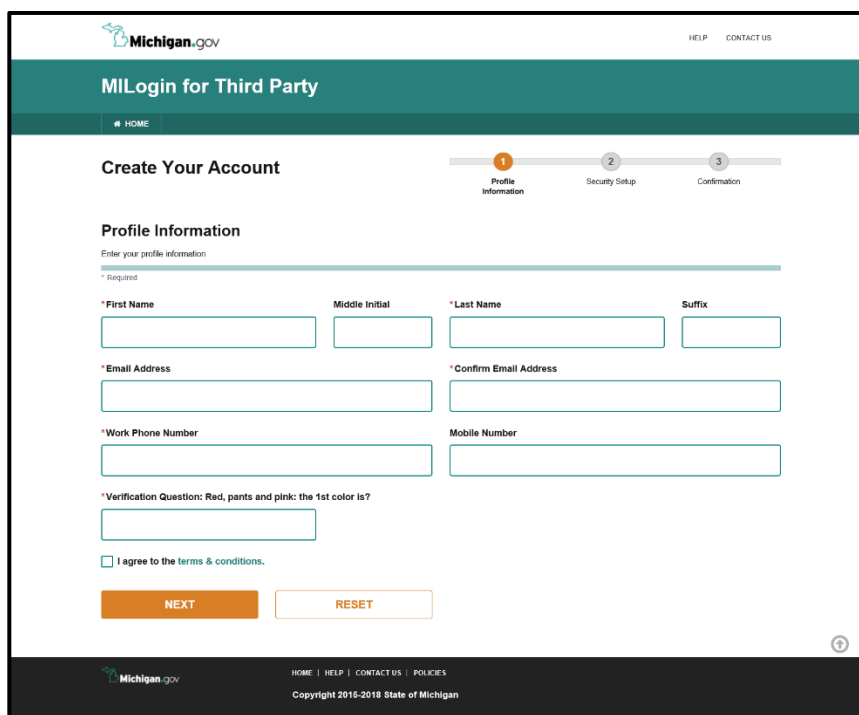
Follow the steps outlined below to create a new State of Michigan MILogin account. Please do not create another MILogin account if you already have one. No user should need multiple MILogin accounts.

1. Go to the State of Michigan [MILogin page](#) and click **Sign Up**.



The screenshot shows the Michigan.gov MILogin for Third Party page. The page has a dark green background with a white Michigan map logo in the top left corner. The text "MILogin for Third Party" is prominently displayed in white. On the right side, there is a login section titled "Login to your account" with fields for "User ID" and "Password", a "LOGIN" button, and a "SIGN UP" button. Below the buttons are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer includes the text "Copyright 2015-2018 State of Michigan".

2. Provide your full name, email address and work phone number. Answer the verification question. Click **Next**.



The screenshot shows the Michigan.gov MILogin for Third Party "Create Your Account" page. The page has a dark green header with the Michigan.gov logo and "MILogin for Third Party" text. Below the header, there is a progress bar with three steps: 1. Profile Information (highlighted), 2. Security Setup, and 3. Confirmation. The "Profile Information" section is active, with the instruction "Enter your profile information". There are several input fields: "First Name", "Middle Initial", "Last Name", "Suffix", "Email Address", "Confirm Email Address", "Work Phone Number", and "Mobile Number". A "Verification Question" is also present: "Red, pants and pink: the 1st color is?". Below the fields is a checkbox for "I agree to the terms & conditions." and two buttons: "NEXT" and "RESET". The footer includes the text "Copyright 2015-2018 State of Michigan".

## MI Login User Guide

3. Create your user ID and password. Follow the user ID and password guidelines on the right side of the page. Select a security option and enter the appropriate information for that option. Click **Create Account**.

The screenshot shows the 'MI Login for Third Party' page with the 'Create Your Account' section. The progress bar indicates three steps: 1. Profile Information (completed), 2. Security Setup (current), and 3. Confirmation. The 'Security Setup' section requires the user to provide user ID and password information. It includes input fields for 'User ID', 'Password', and 'Confirm New Password'. To the right of these fields are 'User ID guideline' and 'Password Guidelines'. Below the input fields are three security options: 'Email', 'Mobile (Text/SMS)', and 'Security Questions'. At the bottom are 'CREATE ACCOUNT' and 'BACK' buttons.

**MI Login for Third Party**

**Create Your Account**

1 Profile Information 2 Security Setup 3 Confirmation

**Security Setup**

Provide user id and password information to complete your profile

\* Required

\* User ID

Enter a User ID

\* Password

Enter password

\* Confirm New Password

Confirm password

**User ID guideline:**

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

**Password Guidelines:**

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letters (a-z)
  - Numbers (0-9)
  - Special characters (\$@.%&~\*!&quot;\_+=-^&#39;~)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

**\* Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email Mobile (Text/SMS) Security Questions

CREATE ACCOUNT BACK

4. Once you receive confirmation, you can log into the MI Login application. Click **Login**.

The screenshot shows the 'MI Login for Third Party' page with the 'Create Your Account' section. The progress bar indicates three steps: 1. Profile Information (completed), 2. Security Setup (completed), and 3. Confirmation (current). The 'Confirmation' section shows a green success message: 'Success Your account has been successfully created.' Below the message is a 'LOGIN' button.

**MI Login for Third Party**

**Create Your Account**

1 Profile Information 2 Security Setup 3 Confirmation

**Confirmation**

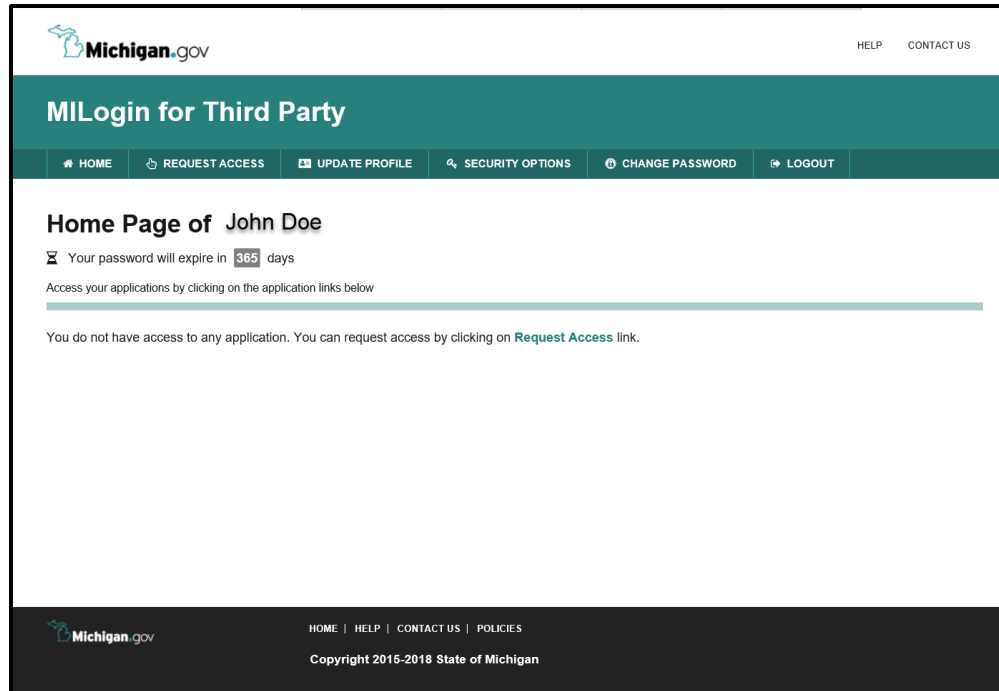
✓ Success

Your account has been successfully created.

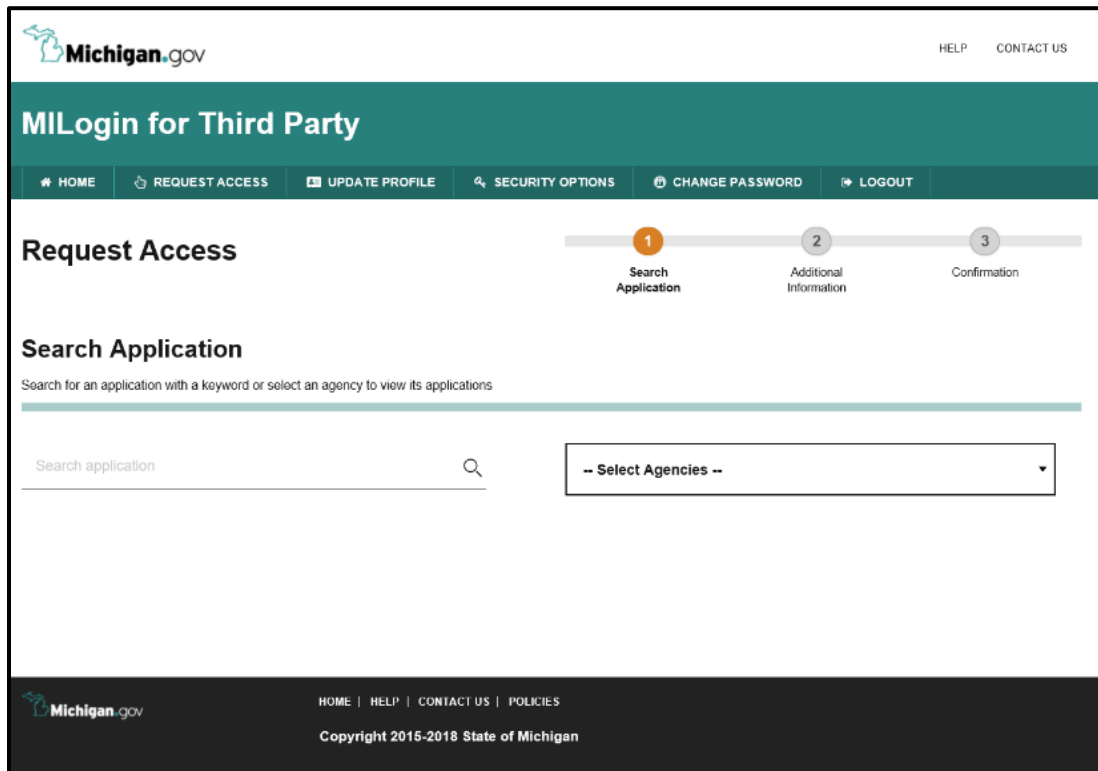
LOGIN

## Subscribing to an Application

Follow the steps outlined below to subscribe to an application. If requesting access to more than one application, go back to the MILogin Home Page and follow these steps again.



1. Click the "Request Access" link in the menu toward the middle of the screen. You will be taken to the Request Access screen. (This is an example for requesting access to EEM.)
  - Step 1a: Search for an application manually or select an agency to view its applications.
  - Step 1b: Choose the application hyperlink that you are requesting access to.
  - Step 1c: Click the "Request Access" button.



**Michigan.gov** HELP CONTACT US

## MI Login for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

### Request Access

1 Search Application 2 Additional Information 3 Confirmation

#### Search Application

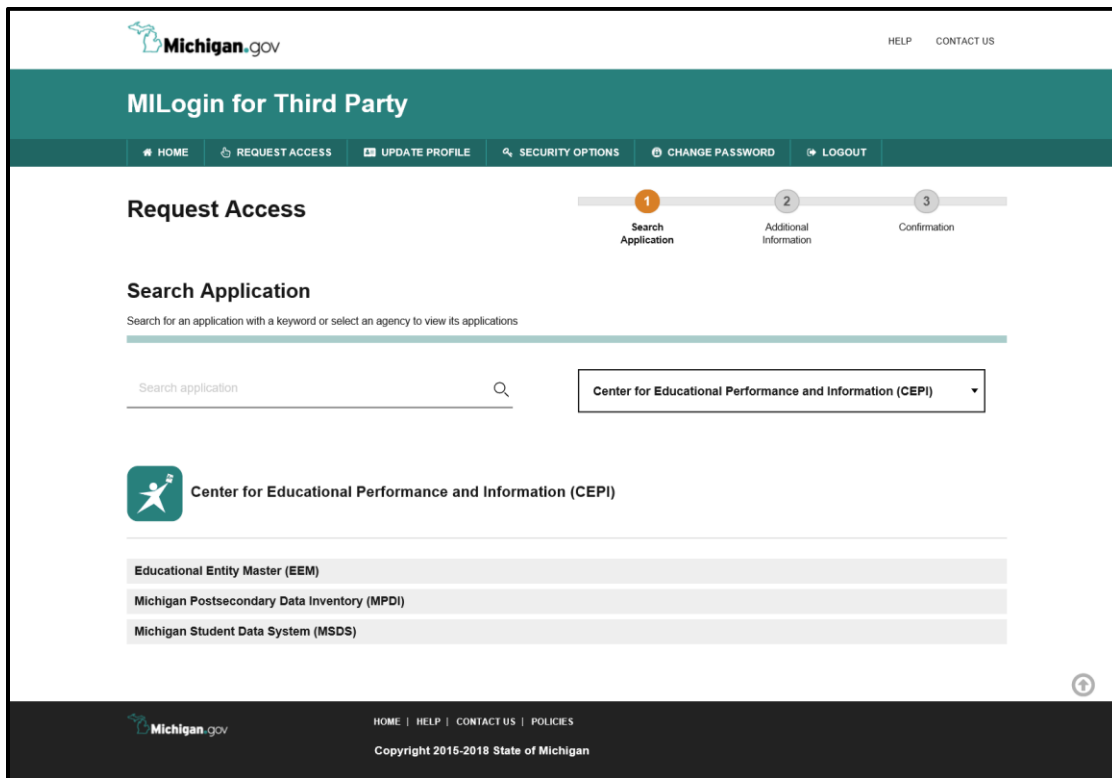
Search for an application with a keyword or select an agency to view its applications

Search application

-- Select Agencies --

**Michigan.gov** HOME | HELP | CONTACT US | POLICIES  
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Figure 1: Step 1a.



**Michigan.gov** HELP CONTACT US

## MI Login for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

### Request Access


1 Search Application 2 Additional Information 3 Confirmation

#### Search Application

Search for an application with a keyword or select an agency to view its applications

Search application

Center for Educational Performance and Information (CEPI)

 Center for Educational Performance and Information (CEPI)

Educational Entity Master (EEM)
Michigan Postsecondary Data Inventory (MPDI)
Michigan Student Data System (MSDS)

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Figure 2: Step 1b.

## MI Login User Guide

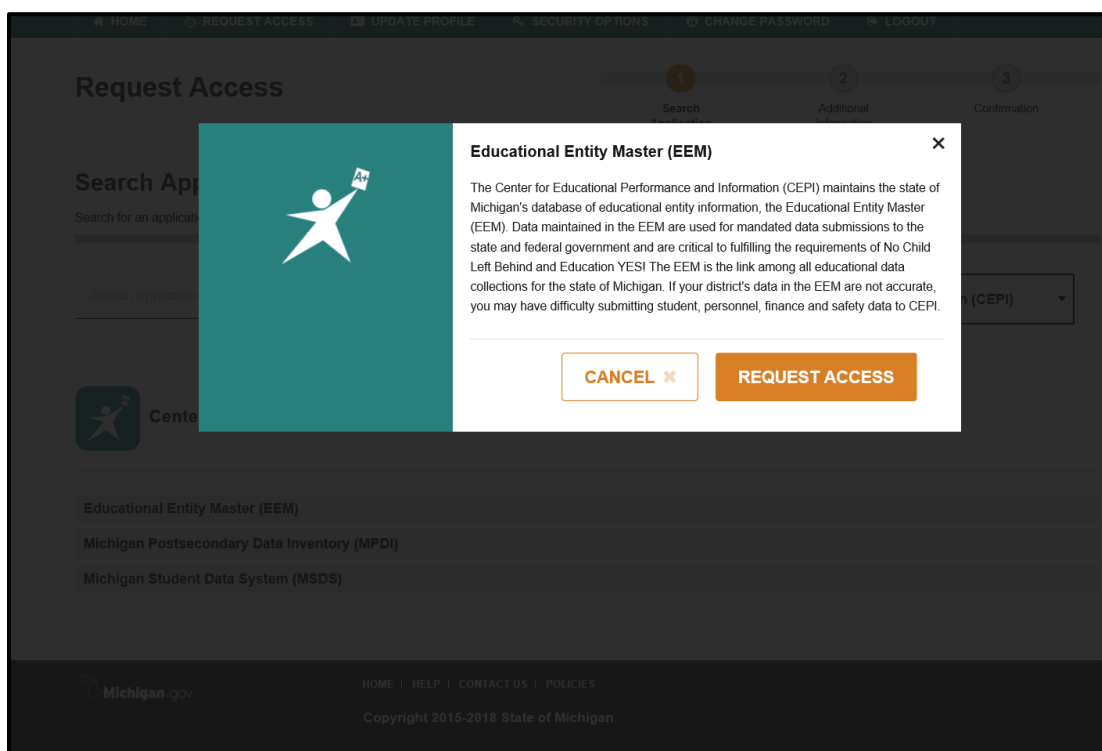


Figure 3: Step 1c.

2. You will then be prompted to provide additional information. Enter the appropriate information and click "Submit."

A screenshot of the MI Login 'Request Access' page, specifically the 'Additional Information' step. The page has a teal header with the Michigan.gov logo and navigation links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. A progress bar at the top shows three steps: 1. Search Application (completed), 2. Additional Information (active), and 3. Confirmation. The main content area is titled 'Additional Information' and includes a sub-header 'Provides following information to submit your access request'. Below this, there are three required fields: 'Email Address' (filled with 'JohnDoe@yahoo.com'), 'Mobile Number' (filled with '517-555-5678'), and 'Work Phone Number' (filled with '517-555-1234'). At the bottom of the form are two buttons: 'SUBMIT' and 'RESET'. The footer includes the Michigan.gov logo and copyright information for 2015-2018.

3. You will receive a confirmation message (both on the screen and in email) stating your subscription request was submitted successfully. You will receive



another email once access has been granted by CEPI staff, generally within three business days.

The screenshot displays the 'MILogin for Third Party' interface. At the top, the Michigan.gov logo is on the left, and 'HELP' and 'CONTACT US' links are on the right. Below this is a teal header with the title 'MILogin for Third Party'. A navigation bar contains links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled 'Request Access' and features a progress bar with three steps: 1. Search Application (checked), 2. Additional Information (checked), and 3. Confirmation (active). Below the progress bar, a 'Confirmation' section shows a green box with a checkmark and the text: 'Success. The request for your access has been successfully submitted. You will see the updated list of application(s) on your home page once it is processed.' An orange 'HOME' button is positioned below the message. The footer includes the Michigan.gov logo, links for HOME, HELP, CONTACT US, and POLICIES, and a copyright notice for 2015-2018 State of Michigan.

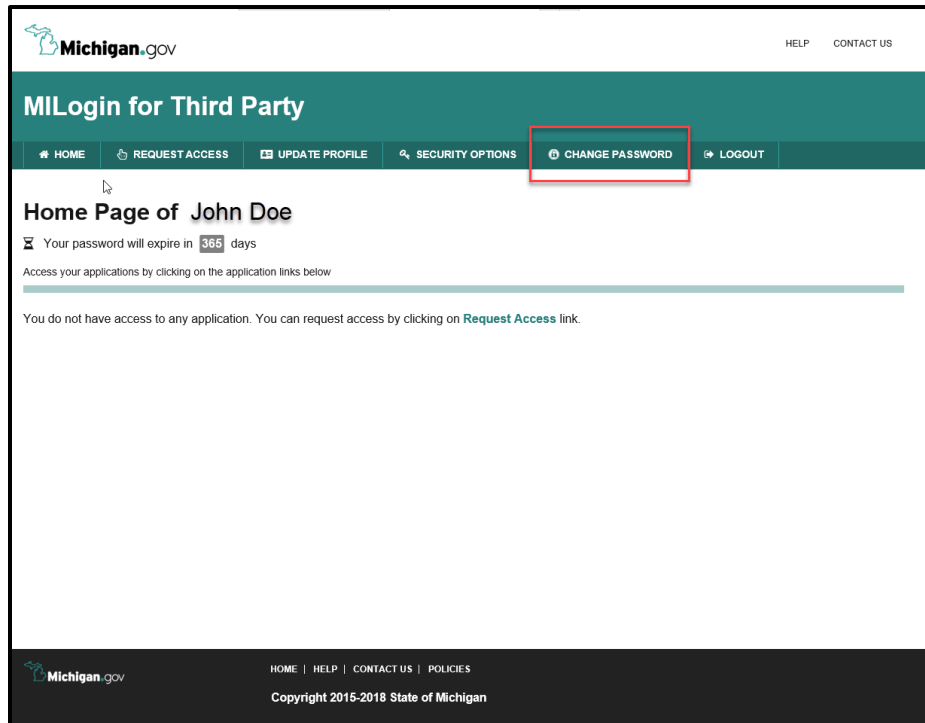
## Notes:

- Permissions must be approved by CEPI Customer Support before taking effect.
- You must still complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM.
  - The security form can be emailed or faxed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).
  - Please do not email AND fax your security form to CEPI. Doing so slows the approval process.
- Once your access has been approved, the link to the application will appear on your MILogin home screen. To access the application, simply click on the application link.
- After 20 minutes of inactivity in any of the applications listed on page 3, users are logged out of that application.
- If you have not logged into MILogin in 18 months, your account will be automatically suspended by MILogin. If this occurs, please contact CEPI Customer Support at 517-335-0505 X3.

## Changing Your Password

MILogin allows you to change your password. To change your password, follow the steps outlined below.

1. On your MILogin home page, click **Change Password**.



2. You will be taken to a new screen where you will need to enter your current password, enter your new password, and confirm your new password. Fill in this information and click **Submit**.

The screenshot shows the 'MI Login for Third Party' interface. The top navigation bar includes 'HOME', 'REQUEST ACCESS', 'UPDATE PROFILE', 'SECURITY OPTIONS', 'CHANGE PASSWORD', and 'LOGOUT'. The main heading is 'Change Password'. A progress bar at the top indicates two steps: '1 Enter Password' (active) and '2 Confirmation'. Below the heading, a sub-heading 'Enter Password' is followed by the instruction 'Please enter new password to reset your expired password'. A red asterisk indicates a required field. There are three input fields: 'Enter Current Password', 'Enter New Password', and 'Confirm New Password'. The 'New Password' and 'Confirm New Password' fields have red 'X' icons next to them, indicating they are required. To the right of the input fields is a 'Password Guidelines' box with the following rules:
 

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (\$%&@-!\*~+=<>)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

 At the bottom of the form are 'SUBMIT' and 'RESET' buttons. The footer contains the Michigan.gov logo, 'HOME | HELP | CONTACT US | POLICIES', and 'Copyright 2015-2018 State of Michigan'.

3. You will receive a message indicating that your password has been successfully updated.

The screenshot shows the 'MI Login for Third Party' interface, now at Step 2: Confirmation. The top navigation bar is the same. The main heading is 'Change Password'. The progress bar at the top indicates two steps: '1 Enter Password' (completed with a checkmark) and '2 Confirmation' (active). Below the heading, a sub-heading 'Confirmation' is followed by a green success message box:
 

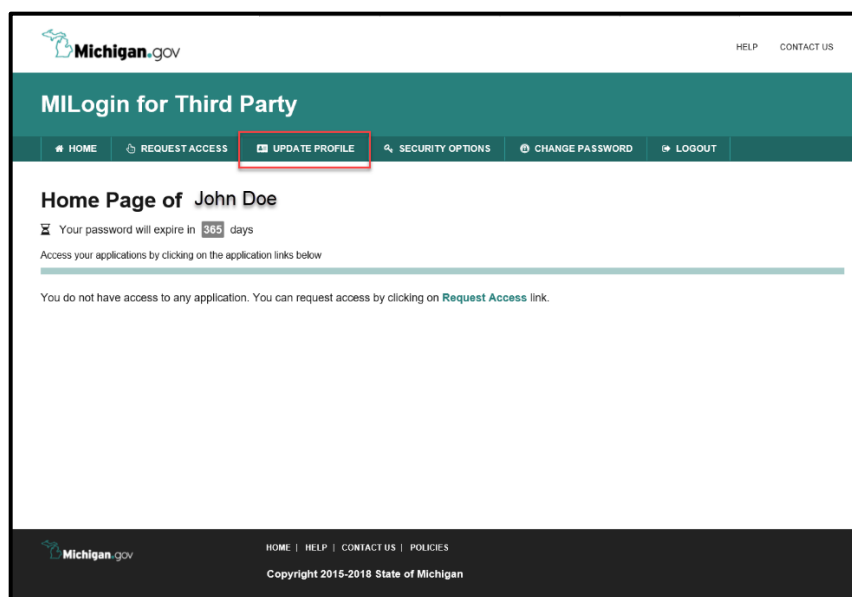
✓ Success  
Your password has been successfully updated.

 Below the message box is an orange 'HOME' button. The footer contains the Michigan.gov logo, 'HOME | HELP | CONTACT US | POLICIES', and 'Copyright 2015-2018 State of Michigan'.

## Updating Your Profile

Follow the steps below to update your user profile in MILogin. **This is very important if you change the district you work for or if any of your contact information changes.**

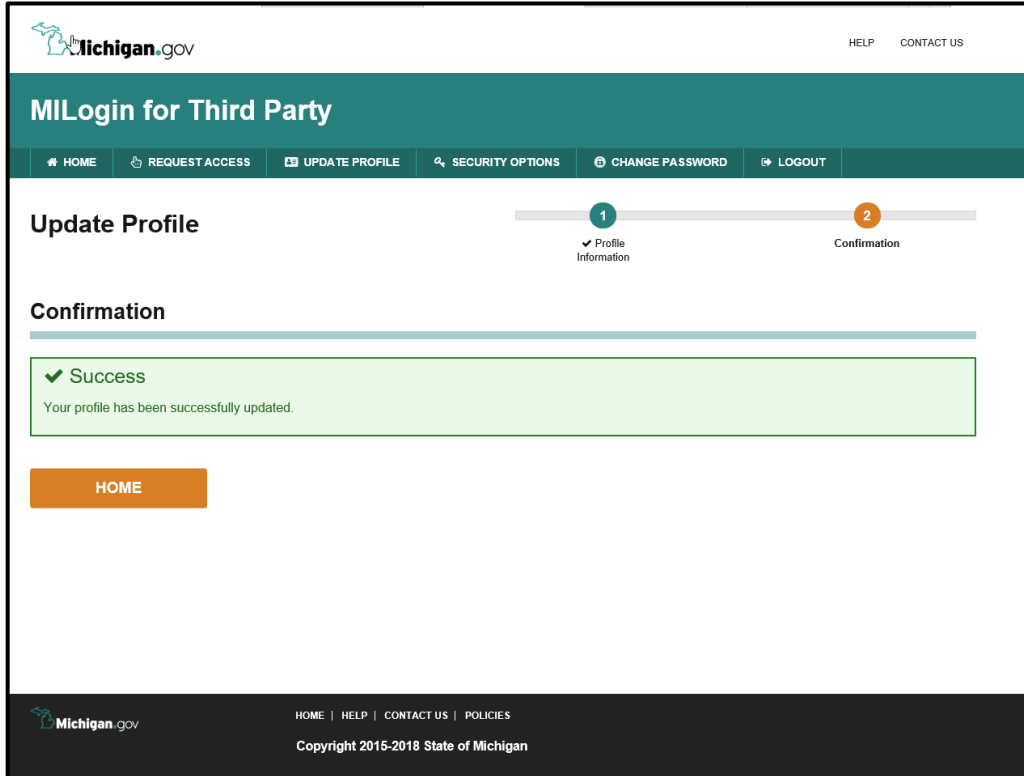
1. To update your profile, select **Update Profile** from your MILogin home page.



2. Fill in the required fields with your updated information, then click **Submit**.

A screenshot of the MILogin for Third Party 'Update Profile' page. The page has a teal header with the Michigan.gov logo and navigation links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. Below the header, the user is identified as John Doe. A progress bar shows two steps: 1. Profile Information (active) and 2. Confirmation. The 'Profile Information' section contains the following fields: \*First Name (John), Middle Initial (empty), \*Last Name (Doe), Suffix (empty), \*Email Address (JohnDoe@yahoo.com), \*Confirm Email Address (JohnDoe@yahoo.com), \*Work Phone Number (517-555-1234), and Mobile Number (517-555-5678). At the bottom, there are two buttons: SUBMIT (highlighted with a red box) and RESET. The footer includes the Michigan.gov logo, navigation links, and copyright information: "Copyright 2015-2018 State of Michigan".

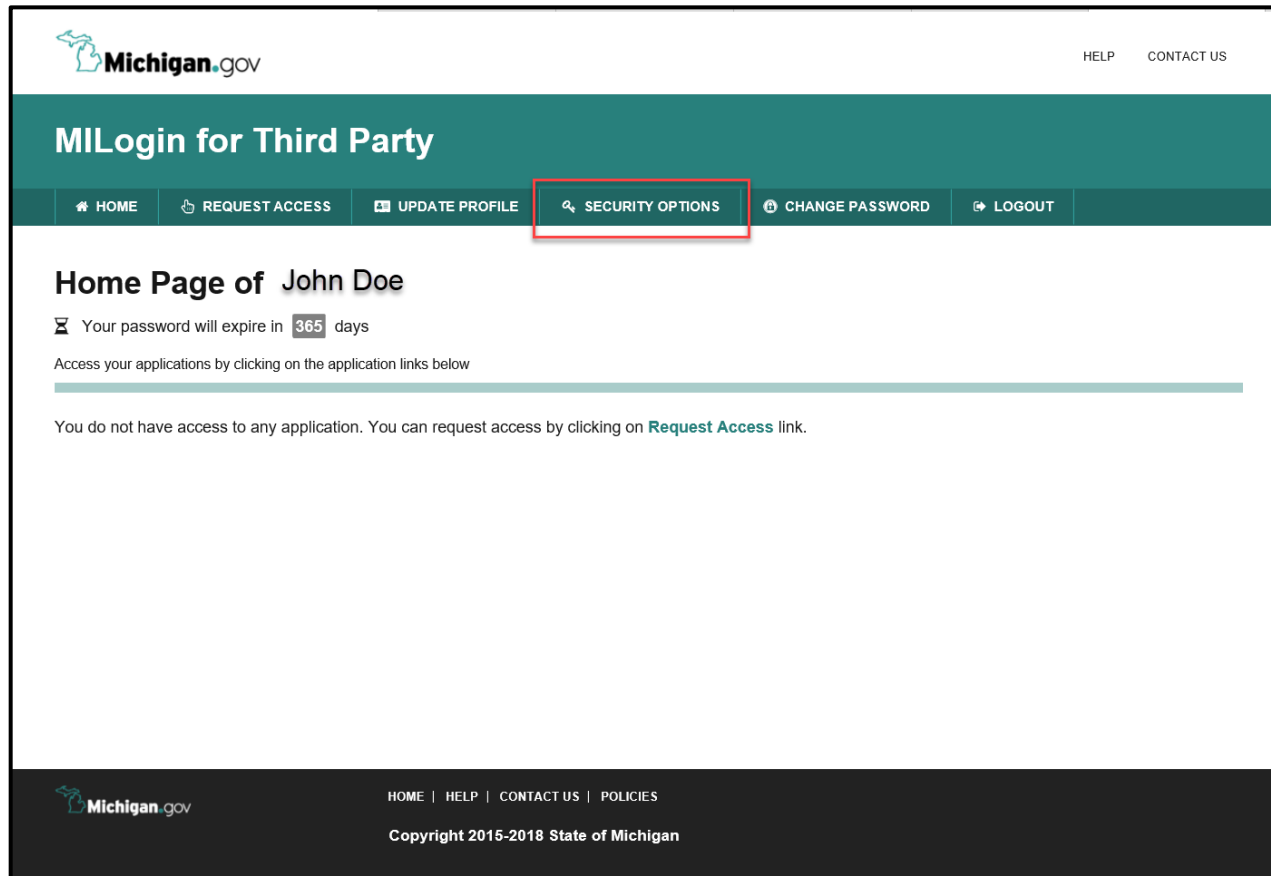
3. You will then be directed to a confirmation page that says your information has been successfully updated.



## Updating Your Security Options


Follow the steps below to update your security options in MILogin.

1. Select **Security Options** on your MILogin homepage.



2. You will be directed to a page where you can change your security options. You can select one to three of the security options. Once you have made all desired changes, click **Submit**.

# MI Login User Guide



HELP   CONTACT US

MI Login for Third Party

HOME   REQUEST ACCESS   UPDATE PROFILE   SECURITY OPTIONS   CHANGE PASSWORD   LOGOUT

Update Security Options

1

Security Options

2

Confirmation

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

\* Required

Email

Mobile (Text/SMS)

Security Questions

Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

\*Email

JohnDoe@yahoo.com

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

\*Mobile (Text/SMS)

517-555-5678

This mobile number will be used to receive a PIN for resetting forgotten password/additional authentication.

• By selecting "Mobile" option, you agree to receive text messages on your mobile number.

• Standard message & data rates may apply.

\*Security Questions

• To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding questions.

• To update the security question(s), select a different question(s) from the drop-down menu and enter a new answer for the corresponding question(s).

• To retain your old answer, leave the answer field blank.

--Select Security Question #1--

Enter Security Answer #1

--Select Security Question #2--

Enter Security Answer #2

--Select Security Question #3--


Enter Security Answer #3

--Select Security Question #4--

Enter Security Answer #4

SUBMIT

RESET



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3. After submitting, you will be directed to a page confirming that your security options have been successfully updated.

